

# Noak Bridge Parish Council

## CCTV Code of Practice

### Management of the CCTV System

Basildon Borough Council have been tasked with the day-to-day operational responsibility of the system and signage at the CCTV system location has been changed to reflect that. Any requirement or request for CCTV footage must be made through Basildon Borough Council by emailing [cctv@basildon.gov.uk](mailto:cctv@basildon.gov.uk) or by contacting the main phone number 01268 533333.

The Basildon Borough Council security office can be also be contacted by Police via the Airwave radio.

Clearview Communications will carry out the annual maintenance check, can access the system to carry out maintenance and essential repairs. The maintenance contract is managed by Basildon Borough Council and forms part of the Borough-wide maintenance contract which is in place with Clearview Communications for all Basildon Borough Council owned CCTV Systems.

The CCTV recording equipment system is sited in the same locality as the CCTV System, Coppice Lane, Noak Bridge.

Breaches of this policy will be investigated by the Clerk to the Council / Nominated Councillor and reported to the Parish Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area(s).

### Control and Operation of the Cameras, Monitors and Systems.

The following points must be understood and strictly observed by operators:

1. Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors have been agreed following consultation with the Parish Council and the Noak Bridge Pharmacy.

3. No public access will be allowed to the view any CCTV data unless a Subject Access Request is made through Basildon Borough Council and where Noak Bridge Parish Council are also aware of the request. The Police are permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime.
4. Operators should regularly check the accuracy of the date/time displayed.
5. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of, no more than, 31 days.
6. Images will not be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk of the Council would inform the Chairman of the Council of any such emergency.
7. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any extracted data that is handed to a police officer should be signed for by the police officer and information logged to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the Parish Council by the police and/or the outcome of its use.
8. Any event that requires checking of recorded data will be clearly detailed by Basildon Borough Council using their relevant forms , including Crime Nos. if appropriate, and the Parish Council will be notified at the next available opportunity.
9. Any damage to equipment or malfunction discovered by the Clerk, Nominated Councillor should be reported immediately to Basildon Borough Council and a call will be logged with the maintenance contractor. When a repair has been made this will be logged showing the date and time of completion.
10. Any request by an individual member of the public for access to their own recorded image must be made by contacting Basildon Borough Council: [Requesting a copy of my personal data - My right of access · Customer Self-Service \(powerappsportals.com\)](https://powerappsportals.com)

## **Accountability**

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Parish Council providing it does not breach security needs.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.